

**NURSING HOME ADMINISTRATORS EXAMINING BOARD
MINUTES
MADISON, WISCONSIN
JUNE 15, 2000**

PRESENT: Karen Robinson, Patricia Schulz, Robert Mulder, Anthony Oberbrunner, David Egan, and Roxann Miller Sobek

ABSENT: Jerry Schallock and Omar Barberena

STAFF PRESENT: Cletus Hansen, Becky Fry; Ruby Jefferson-Moore, Legal Counsel

CALL TO ORDER

The meeting was called to order at 9:31 a.m. by Karen Robinson, Chair. A quorum of five voting members was present.

AGENDA

By consensus the agenda was adopted with the addition of correspondence from Richard Austin which was added to item 12.

MINUTES (3/9/00)

MOTION: Patricia Schulz moved, seconded by Robert Mulder, to approve the minutes, as written. Motion carried unanimously.

ADMINISTRATIVE REPORT

Secretary Cummings' Report

Secretary Cummings stated that she has received questions regarding the dwindling number of nursing homes.

Secretary Cummings informed the Board that Dr. Robert Kessler has been appointed as a new member of the Board.

Secretary Cummings informed the Board of the Board Member Workshop to be held on July 13 and 14, and indicated that the emphasis on July 13 would be training for new members; however, all members are welcome to attend both days. The workshop will be held at the Howard Johnson's near the U.W. campus on July 14. The first day will be at the Department of Regulation and Licensing.

Bureau Director's Report

- **Board Roster**

The Board received an updated copy of the Board roster. Minor changes were noted.

- **Meeting Dates**

A copy of the 2000 meeting dates was included in the agenda packet. Noted

- **To-Pass Folder**

Information was circulated in the To-Pass Folder and duly noted.

The Board received a replacement page for the Final Decision and Order for Genevieve A. Martineau (Superior), a copy of the May 17, 2000, letter from Richard T. Austin, and Lydia Bridge's response to Mr. Austin's letter, and the information from St. Joseph College of Maine which is now offering courses by distance learning and correspondence.

LEGISLATIVE UPDATE

SB299 and AB 607, Requirements that Apply to a Person Taking the Examination for a Nursing Home Administrator License

Karen Robinson informed the Board that this legislation did not pass this session.

MOTION: Robert Mulder moved, seconded by Roxanne Miller Sobek, to introduce this legislation into the next session. Motion carried unanimously.

ADMINISTRATIVE RULES UPDATE

Revision of Chapter HFS 132

The Board discussed the progress of the revision and Tony Oberbrunner agreed to forward any information he receives from his department to the Board.

EXAMINATION ISSUES

Nothing to discuss.

BOARD MEMBER ACTIVITY

Karen Robinson informed the Board that she was unable to attend the NAB meeting in Seattle due to budget restraints.

Tony Oberbrunner informed the Board that he has a new position and is responsible for the development of a new informal dispute resolution program.

MEMO OF AGREEMENT BETWEEN DHFS AND DRL, REGARDING SUBSTANDARD QUALITY OF CARE

Ruby Jefferson-Moore addressed the changes in the draft.

MOTION: Patricia Schulz moved, seconded by Roxanne Miller Sobek, to approve and proceed with the draft. Motion carried unanimously.

ACTING ADMINISTRATORS AND PROVISIONAL LICENSES

Karen Robinson stated that the Board will continue to evaluate whether any statutory changes are needed.

MISCELLANEOUS CORRESPONDENCE/INFORMATION

Resource Web Site for Nursing Home Administrators

Noted.

Disciplinary Report to NAB

The Board complimented Judy Mender's work on the report to keep NAB informed of any disciplinary actions taken.

Ruby Jefferson-Moore suggested sending NAB a copy of the old information along with the current.

1999 Wisconsin Act 176

Noted.

Brochure, Entitled: A Study of Facilities Led by Members of the American College of Health Care Administrators

Noted.

NEW BUSINESS

The Board received a letter dated June 18, 2000, from Richard Austin requesting consideration for non-NAB-approved training for purposes of education.

Ruby Jefferson-Moore spoke to past practice and law.

The Board agreed that the route to take, for the purpose of consistency, should be to require NAB approved courses. The Board agreed that NAB addresses issues that are of a concern to Nursing Home Administrators that pertain to day-to-day practice.

David Egan suggested an article be drafted for inclusion in future Regulatory Digests regarding continuing education.

A response will be sent to Craig Barness and Richard Austin indicating course work must be NAB approved.

RECESS TO CLOSED SESSION

MOTION: Roxanne Miller Sobek moved, seconded by David Egan, to convene the meeting in Closed Session pursuant to sections 19.85(1)(a), (b),(f) and (g), Wis. Stats.: to consider the licensing or discipline of a person licensed by this Board or the investigation of charges against such a person. Specifically, to discuss monitoring reports, case status reports, case closings, stipulations, deliberations on stipulations that may be signed after printing of the agenda, deliberations on proposed disciplinary matters that may be signed after printing of the agenda, pending applications, examination issues, and disciplinary proceedings. Motion carried by a roll call vote: Patricia Schulz-yes; Robert Mulder-yes; Roxann Miller Sobek-yes; David Egan-yes; Karen Robinson-yes. Motion carried unanimously.

Open Session recessed at 10:30 a.m.

The Board received a copy of the Case Status Report.

The Board deliberated on a stipulation, a pending application and examination issues and discussed the notification process for disciplinary actions taken.

RECONVENE IN OPEN SESSION

MOTION: Patricia Schulz moved, seconded by Robert Mulder, to reconvene in Open Session at 12:59 p.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

STIPULATION

MOTION: Robert Mulder moved, seconded by David Egan, to accept the Final Decision and Order, adopting the Stipulation for 99 NHA 024, Genevieve Martineau. Motion carried unanimously.

PENDING APPLICATION

MOTION: Patricia Schulz moved, seconded by Roxanne Miller Sobek, to approve Eugene Jordan's request to sit for the Nursing Home Administrator Exam. Motion carried unanimously.

OTHER ITEMS AS AUTHORIZED BY LAW

None

ADJOURNMENT

MOTION: Robert Mulder moved, seconded by Roxanne Miller Sobek, to adjourn the meeting at 1:00 p.m.

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